



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
BRYCE HOSPITAL
200 UNIVERSITY BOULEVARD
TUSCALOOSA, ALABAMA 35401
PHONE (205) 759-0799
FAX (205) 759-0217
www.mh.alabama.gov



JIM REDDOCH, J. D.
COMMISSIONER
SHELIA PENN, BSN, MPH
HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITIONAN
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Accounting Assistant II

NUMBER: 13-50

JOB CODE: K2000 **SALARY RANGE:** 067 (\$30,724.80 to \$46,615.20)

POS. 8802139

JOB LOCATION: Bryce Hospital

DATE: November 22, 2013

QUALIFICATIONS: Graduation from a standard senior high school, plus responsible clerical accounting experience (**24 months or more**). Patient account billing and related computer skill/experience is preferred.

KIND OF WORK: Coordinates information with Social Security and other agencies regarding patient income and files for Bryce to become payee. Processes/enters patient spending profile information for the automatic allocation of funds. Processes census information and updates patient records. Enters charges, payments and addresses in billing program and mails Statements. Answers questions from correspondents. Processes statements about financial capability between staff physicians and Social Security Administration. Maintain files for each patient, including Burial Trust accounts. Gives final accounting of patients funds as required by Social Security Social Security Administration for deceased and discharged patients. Communicate with families, staff and other authorized persons and discharged patients. Communicate with families, staff and other authorized persons concerning patient finances. Post and balance Social Security, Black Lung, and VA checks to patient accounts. Make checking and savings transfers as necessary. Prepares receipts, deposits, and checks for patient accounts. Pay patient bills as necessary. Prepare payment documentation, including Accounts Payable packets for transmittal to central office. Enters information into Accounts Payable system. Process "E" account transactions at year-end. Promulgate working relationships with other departments that results in positive outcome for the department.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of accounting principles and practices. Knowledge of billing practices and procedures. Knowledge of computer programs, various software and general office equipment. Demonstrated ability to communicate effectively both orally and in writing. Ability to be courteous and professional at all times with patients, employees and the general public. Ability to maintain strict confidentiality.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE Or The Official Web Site www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 200 UNIVERSITY BLVD., TUSCALOOSA, ALABAMA, 35401 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT (S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS.** *Only Work Experience Listed On The Application Form will be considered. Additional sheets if needed, should be in the same format as the applications. Resumes will not be accepted in lieu of an official application*